

**JOB DESCRIPTION**  
*Adams County, Wisconsin*

JOB TITLE: Health Officer/Manager

STATUS: Full Time (40 hours per week); Exempt from FLSA

DEPARTMENT: Health and Human Services

SUPERVISOR: Director, Health and Human Services

**GENERAL DESCRIPTION**

This is a professional and management position responsible to plan, organize, develop, direct, evaluate, and staff the overall operation of the Health Department. The Health Officer works under the direction of the County Health and Human Services Board and the Director of Health and Human Services, exercising a considerable amount of independent judgment in resolving complex health problems requiring professional insight in a wide range of public health services. This person plans for long range and immediate needs of all public health programs. The Health Officer participates in policymaking and program development; develops the budget; plans, organizes, administers, and evaluates the services provided. Recruits, participates in interviews and helps determine hiring of health department employees. Motivates, trains, disciplines, and schedules work of unit personnel. As a leader in the agency, promotes collaborative systems of care, as well as intra-agency and community partnerships to enhance services as a whole.

**JOB DUTIES**

The following duties are illustrative, and the person holding this position may be required to perform other duties of a similar nature or otherwise related to the position.

1. Provides overall lead oversight for all public health programs.
  - a. Enforces ordinances and codes adopted by the County board and enforces state public health statutes and regulations when applicable.
  - b. Consults with and advises the Director of Health and Human Services, the Health and Human Services Board and the County Board of Supervisors on public health matters.
  - c. Prepares the annual report on the activities of the Health department.
2. Develops and participates in networks, and consortia of community stakeholders on a local, regional and state level to plan for new services and collaborate on service development or community response plans.
  - a. Maintains overall public relations for promoting public health in Adams County by developing and coordinating an active and ongoing relationship with the community and officials of the county and state by attending state and local professional organizations (WALDAB, WPHA etc.), presentations to groups, serving on committees (state and local), and media releases and interviews.
  - b. Attends regional and state meetings to keep current on relevant regulations, professional literature, and techniques.
  - c. Acts as preceptor to student nurses.
3. Administers approved Public Health budget, including federal, state and county funds allocated.
  - a. Prepares an annual budget of public health for the Director of Health and Human Services and the Health and Human Services Board.
  - b. Supervises the expenditure of appropriated funds in accordance with County and Department policy.

- c. Writes and coordinates the public health grant process and other funding available to the health department.
- d. Assure accurate and timely submission of fiscal reports to all funding sources.
- 4. Provides direct supervision of staff assigned to Public Health Unit.
  - a. Evaluates staff resources and identifies staffing needs. Monitors workload distribution, workflow, work processes and caseload standards for assigned staff.
  - b. Assists in recruiting, interviewing, and making recommendations for hiring of Public Health Unit staff.
  - c. Completes employee performance reviews, counsel staff to achieve effective performance, and take disciplinary action as appropriate.
  - d. Approves staff time and leave requests to assure a consistent workflow.
  - e. Assigns work and provides consultation, follow up, and support.
  - f. Identifies individual staff development/training needs/opportunities and submit requests to the Director.
  - g. Organizes and administers a formalized, comprehensive staff development and training program. Assures staff training and development through provision of in-service trainings and staff participation in appropriate state and regional workshops.
  - h. Maintains a training register for staff.
  - i. Oversees orientation for all new staff.
- 5. Delegates supervisory responsibilities when absent from the unit.
- 6. Responsible for making decisions to improve program operations, existing service delivery systems, service selection and coordination regarding individual clients.
- 7. Responsible for the strict maintenance of client confidentiality. Participates with the Health & Human Services Management Team to support and promote the department's goals, programs, and staff.
  - a. Participates in interagency coordination, collaboration activities with other county agencies, school districts and regional or state organizations.
  - b. Represents the Department at various local, regional, and state youth-related functions/meetings.
  - c. Participates in outreach and education of Agency Programs.
  - d. Assists in identifying, developing, and maintaining resources to meet program needs.
  - e. Prepares and presents periodic reports to the Board and other boards/committees as assigned.
  - f. Conducts community presentations/education as needed; represent the agency in meetings related to agency programs.
  - g. Responsible for contributing to a productive, harmonious, and cooperative work environment.
- 8. Performs other duties as requested by the Director for this position.

#### REQUIRED QUALIFICATIONS

- 1. A bachelor's degree in public health, environmental health, the physical or biological sciences or a similar field with a Masters degree in Public Health or related area (desirable)  
accredited by the national professional nursing education accrediting organization or from a nursing program accredited by the board of nursing, either of which shall include preparation in public health nursing.

- a. Minimum three years experience in a full time position in an official public health agency, including responsibility for a communicable disease prevention and control program (required) with one-year public health supervisory experience (desirable).
- b. Requires thorough knowledge of administrative procedures, including budgeting, and planning.
- b. Requires outstanding interpersonal and leadership skills, problem solving and organizational abilities, including:
  - a. The ability to provide leadership and direction to diverse individuals and groups in the context of a natural disaster, public health emergency, bioterrorism or other incident, etc.
  - b. The ability to conceptualize problems and solutions on a population as well as an individual level.
  - c. The ability to work harmoniously, constructively, and cooperatively with other staff.
  - d. A solution-oriented approach and the ability to generate creative helpful solutions to problems.
  - e. The ability to follow directions, apply fairly appropriate public health policies, complete projects in a timely manner, and be a team player.
  - f. The ability to comprehend complex public health problems, identifies alternate solutions, and prepares appropriate recommendations.
  - g. Have the ability to establish and maintain effective working relationships with public officials, contract agencies, other county units and members of the public.
- c. Requires superior writing skills, and the ability to compose a variety of complex and sophisticated professional documents, assessments and reports.
- d. Requires the ability to plan and direct the work of others.
- e. Requires the ability to work with minimal supervision and to prioritize and follow through tasks in a fast-paced and stressful environment focusing on the health of the community overall.
- f. Requires the ability to operate within the strictest legal and ethical standards regarding the privacy and confidentiality of client and employee information.
- g. Applicants must pass background checks conducted by the Wisconsin Department of Justice and the Wisconsin Department of Health and Family Services.
- h. Experience using applicable State of Wisconsin information systems and Microsoft® Office® software is desirable.
- i. Desired qualifications include:
  - a. experience in quantitative and qualitative evaluation of social programs and systems,
  - b. working knowledge of operational procedures in county government,
  - c. experience in budget development and oversight,
  - d. experience in long range planning,
  - e. demonstrable public speaking ability, and
  - f. demonstrates initiative.
- j. Requires a valid Wisconsin driver's license.

#### PHYSICAL DEMANDS AND WORK ENVIRONMENT

1. Applicant must be able to use:
  - Computer connected to statewide and national networks.

- Typewriter
  - Calculator
  - Facsimile machines
  - Copiers
  - Multiple line telephone system
  - Postage meter
  - Cell phone
  - Pager
  - Inter-county radio system
2. Ability to coordinate eyes, hands, and limbs in performing movements requiring skill and training, such as injections, and typing.
  3. Must be able to communicate, to hear and comprehend verbal communications, and to assess and monitor client's behavior and /or physical condition visually.
  4. Must be able to tolerate extended periods of sitting and the artificial lighting, heating, and air conditioning of an office environment.
  5. Must be able to tolerate long periods of clinic noise such as crying, and large numbers of persons speaking in one room.
  6. Must be able to travel independently to various locations.
  7. Must be able to tolerate the stresses associated with multiple, simultaneous demands.
  8. Probability of exposure to Blood-borne pathogens – HIGH.

Approved by the Health & Human Services Committee this 9<sup>th</sup> day of July, 2010.

<u>Debra B. Townsend</u>	<u>Jack Allen</u>
<u>Nanci England</u>	<u>Maureen Bruce</u>
<u>Karl H. Smith</u>	<u>Frank Redmon</u>
<u>W. H. H. H.</u>	<u>Susan Mary Berney</u>